

FISCAL PROCESSING BRANCH

I. MISSION

As a Branch Chief of the Fiscal Division the Chief, Fiscal Processing Branch, is charged with receiving, recording, collating, and processing all CIA [redacted] documents requiring action by the Fiscal Division.

II. RESPONSIBILITIES AND AUTHORITY

Within the limits of his assigned mission, the Chief, Fiscal Processing Branch, Fiscal Division, is responsible for and has commensurate authority to accomplish the fulfillment of his duties as set forth below:

A. FUNCTIONS

The Chief, Fiscal Processing Branch, will:

1. Receive and distribute all mail and accounting and audit documents for the Division.
2. Complete all vouchers except for travel and payroll.
3. Prepare voucher and schedule of payments (XG-1) covering all expenditures of CIA [redacted] processed through the Treasury Department.
4. Maintain vendor record of payment index.
5. Maintain files of obligation and liquidation documents.
6. Maintain Division record copy of all paid vouchers.
7. Maintain all necessary records and provide administrative support for General Accounting Office site audit representatives.
8. Maintain prescribed technical liaison with Treasury Department and General Accounting Office.
9. Furnish advice and assistance to vendors and CIA activities on fiscal matters as requested.
10. Procure and distribute throughout the Agency copies of decisions of the Comptroller General, laws, general regulations, Treasury Regulations, circulars, and similar publications.
11. Maintain control file of accounts currently rendered by disbursing officers in connection with Agency expenditures.
12. Procure and issue domestic postage stamps used by the Agency.
13. Prepare all Division requisitions for office supplies and equipment.
14. Be responsible officer for non-expendable property issued to the Agency.